

~~SECRET~~

19 July 1962

After so long a time between [ ] visit to your office last year to inventory your records and my current letter, I feel that an explanation is necessary.

During the interim visits were made to [ ] Offices to survey their records and to write up Records Control Schedules which were returned to those offices for comment. From these we hope to coordinate and combine the schedules for general use in all of the [ ] When all the comments were received they were evaluated and, as necessary, discussed with members of [ ] Headquarters Staff. The changes we found necessary were made to your schedule. I am now transmitting the schedule for implementation. If you have any further comments about the items on your schedule I would appreciate hearing from you.

We have established a separate item for records pertaining to expenditures [ ] After discussing the comments with your Headquarters Staff we were informed that the Audit Staff had previously advised that this type of material be retained permanently for support of audit determinations. These records should be brought together and maintained as a separate record series. If you find that your volume is too great to retain these records within your office area, you may wish to contact [ ] your Records Officer at Headquarters, who will make arrangements for storage of the records at the Agency Records Center. The other items on the schedule were re-numbered to include this item on the schedule.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification



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I am glad the shelf filing system is meeting with your approval. While the shelving may have given you additional filing space, the disposition or removal of inactive or obsolete records should not be contingent on the amount of filing space available. The schedule is a systematic plan for ridding your files of inactive material as soon as possible. This makes for good records management practices and improves the operating efficiency of the staff.



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Enclosure:  
Schedule  
Form 1729  
Form 1729a

CONCURRENCE:



19 JUL 1962

Date

oo/c

Distribution:

Orig - addressee

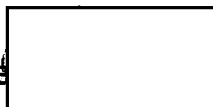
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1 - Rec. Disp & Systems Br. 

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RMS/RD&SE 

(17 July '62)

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ORIGINAL DOCUMENT MISSING PAGE(S):

ENCLOSURE